Procedures for Technical Corrigendum in ISO TC184/SC4
DRAFT

Background: The need for Technical Corrigendum (TC) has arisen as technical errors have been identified within the standards and technical reports published by ISO TC184/SC4. The need to quickly change the respective document has become essential as the standards are being implemented across industry.

Procedure: The following is the process for generating and approving TCs to ISO TC184/SC4 documents:

A) **Need:** The need for a TC is identified through the SEDS process or through other appropriate means.

B) **Concurrence:** The concurrence of the WG/QC Convener responsible for the ISO TC184/SC4 document is obtained. This concurrence is that the changes identified are of a nature that a TC is warranted.

C) **Document Preparation:** The TC document is prepared in the format specified on SOLIS. The text of the document and the modified EXPRESS (if required) are given a WG/QC N Number and uploaded to the respective SOLIS area. TC documents that will be modifications of existing EXPRESS constructs shall be generated from the EXPRESS that exists on the EXPRESS server or from the protected area of SOLIS that contains the EXPRESS for the respective document.

D) **Review:** The TC document is sent out to the WG/QC email exploder for a four week review period. If technical issues are identified, the TC will be updated and sent out for another four week review period. If no technical issues are identified, the process continues. Editorial issues shall not require another review cycle.

E) **Project Approval:** When the document is ready for SC4 approval, the personnel that generated the TC sends an email to signoff@cme.nist.gov indicating their approval of the TC document and the modified EXPRESS (if required).   The N Number of the document and the EXPRESS are required in the email.

F) **Convener Approval:** The WG/QC Convener responsible for the respective part obtains the documents from SOLIS for approval. The WG/QC Convener reviews the document and the EXPRESS. If changes are required, the Convener identifies changes and sends the comments back to the Project. If the Convener is in concurrence with the document, the Convener sends an email to signoff@cme.nist.gov indicating their approval of the TC document and the modified EXPRESS (if required).   The N Number of the document and the modified EXPRESS are required in the email signoff. (Note: In some cases the WG Convener will be generating the TC, in these cases the Project Approval is not required).

G) **QC Approval:** When QC obtains a Convener signoff for a TC, the QC Convener obtains the documents from SOLIS for approval. The QC Convener reviews the document and the modified EXPRESS. If changes are required, the Convener identifies changes and sends the comments back to the Project/Convener. If the QC Convener is in concurrence with the document, the QC Convener sends an email to signoff@cme.nist.gov indicating their approval of the TC document and the modified EXPRESS (if required).   The N Number of the document and the modified EXPRESS are required in the email signoff

H) **SC4 Distribution:** When the SC4 Secretariat obtains a signoff from the QC Convener on a TC, the SC4 Secretary obtains the documents from SOLIS and distributes to SC4 and to ISO Central Secretariat. The TC document and modified EXPRESS (if required) shall be placed in the appropriate locations on SOLIS and on the EXPRESS server.